# Exception to Policy (ETP) Processing

1. **Purpose:**  To provide information to the field concerning the Exception to Policy process.

2. **Facts:**  The proponent authority for AR 600-8-19, the Assistant Chief of Staff, G1 has delegated exception to policy approval/disapproval authority to the Military Support Division (MSD) of the Adjutant General Directorate.

a. Exception to Policy (ETP) requests are considered on a case by case basis and are not intended to set a precedence or pattern on what will or will not be favorably considered in the future.  To provide a fair and impartial system, all ETP requests are processed in the order received.  The intent of the exception to policy process is to correct an injustice to a soldier; however, the integrity of the promotion system must be maintained at all times.  To ensure a level playing field, the ETP process will not provide an unfair advantage not given to all soldiers.

b. The Human Resources Command-Alexandria, Enlisted Promotions Branch, will respond in writing to each ETP request.  As a training aid and in an effort to reduce reoccurring errors, discrepancies will be noted in the response.

3. **Submission/Processing Requirements:**  All ETP requests must be fully justified with a clear and explicit explanation of the error or injustice.  Be as specific as possible in the request and always use the correct format (IAW AR 25-50).  The PSB/MPD Promotions Work Center should continue to process promotion actions on all soldiers pending an ETP decision.

a. The Promotions Work Center and serviced unit must review all cases for completeness and accuracy prior to forwarding to HRC-Alexandria.  Take full advantage of all appropriate regulations, MILPER Messages, ALARACTs, Information Papers, Cutoff Score Memorandums, ACE Guides, local SOPs and all available resources when reviewing case packets.  Additional information papers are located at the following web site address: https://www.hrc.army.mil/site/active/select/Enlisted.htm.

b. A complete legible copy of the soldier's promotion packet, to include all DA Form 3355's, soldier's signed memorandum of responsibility, all source documents to support all points awarded, and any substantiating documentation must be included with the request.  All supporting source documents must be screened for validity and legibility.  Pay close attention to the dates on all documents and the accuracy of transcription from source documents to the promotion worksheet (DA Form 3355).  At a minimum (not all-inclusive), the following source documents must be included with all ETP requests:

(1)  Colonel's memorandum or equivalent (above the PSB/MPD level) i.e., Garrison Commander, Personnel Group Commander, Division Chief of Staff (must be an original document; Xerox/copies are not acceptable).  A civilian in the grade of GS15 meets this requirement.

(2)  DA Form 3355s (original through current) and all requests for reevaluations/points adjustments.

(3)  Approved promotion board proceedings.

(4)  APFT & weapons card.

(5)  Award orders (DA form 638) or award certificate.

(6)  DA Form 1059, DA Form 87, ACCP subcourse completion  notices.

(7)  Official or individual copy of transcript(s) or machine generated grade reports.

(8)  EDAS C-10 (Recommended List) with current points and date reflected on report.

(9)  Memorandum of Responsibility.

c. All ETP requests identified as missing required source documents, will be returned immediately (in writing) to the Colonel/O6 who endorsed the request.  This is referred to as "RWA" (returned without action).

d. Requests for ETP will be mailed (FAXed cases will not be accepted) to: Commander, HRC - Alexandria, AHRC-PDV-PAE, Room 5N65, 200 Stovall Street, Alexandria, Virginia  22332-0443, or e-mail to AHRCMSPE1@conus.army.mil.

4.  **Verification of eligibility and data:**  Always verify/check the following on DA Form 3355 and all source documentation for eligibility and data accuracy:

a. Check the BASD, DOR, Grade, PMOS, and DMOS (in regards to the Airborne Promotion Advantage) for data accuracy and deviations between the TAPDB, eMILPO and DJMS.  It should be noted, promotion selection is dependent upon data accuracy as reflected in the TAPDB.

b. Check BASD for promotion zone of eligibility (primary or secondary).

c. Verify NCOES qualification (SSG/PLDC Grad) by reviewing DA Form 1059 and ATRRS.  The PSB Commander is the approval authority for all PLDC equivalency (an Information Paper regarding PLDC equivalency is located at the following web site address: http://198.97.189.85/HRC_edit/Active/epncoes/EQUIVAL.htm); the only equivalencies for active army BNCOC are the SFQC, and Reserve BNCOC completed prior to 1 Oct 85.

d. Verify and validate (IAW AR 600-8-19) all promotion points awarded (with source documents) on the applicable DA Form 3355.  Pay close attention in validating points where the alleged error occurred and possible adjustment (retroactive adjustment) may be required.

e. Is the APFT current (12 months from date cutoff score was met)?

f. Check weapons qualification score, date, and points awarded.

g. Check and verify Commander's points.

h. Are all required signatures on all memorandums, DA Form 3355(s), board proceedings and source documents?

i. Awards - all awards with official orders/award certificates must contain the order number and date.

j. DA Form 87 or course completion certificate for all military training. A field grade officer serving in a LTC or higher position or GS12 must sign (DA Form 87/Certificate).  Use DA PAM 611-21 and DA PAM 351-4 to check validity of training (MOSIT, MOS producing or proficiency training).

k. Individual army correspondence subcourse completion notices or automated detailed listing of all completed courses (subcourses must be listed individually and each page must reflect the soldier's full name and SSN).

l. Transcripts/grade sheets (student copies are acceptable) for all accredited colleges and universities. Screen for block or duplicate credit if more than one transcript or grade sheet is present.  Ensure that the correct amount of promotion points are awarded for the type of credit (verify semester, quarter, or clock

hours).

m. DANTES/CLEP exam completion forms (correct credit awarded?). See AR 600-8-19, paragraph 3-49a(4)

n. Education improvement points awarded/authorized?

o. Are total administrative points correct?

p. Are total promotion board points correct (as reflected on approved board proceedings)?

q. Is the total promotion score correct (mathematical errors)?

r. Ensure the soldier has enough valid/verified promotion points to meet or exceed a cutoff score. Always check all pertinent HQDA cutoff score(s) in the correct PMOS and zone of eligibility for all months pertinent to each case. A soldier may have met the cutoff score as alleged or in fact, met a prior/later cutoff score.

5. **Issues beyond the ETP request:**

a. Is this a reoccurring problem? The promotion work center/unit must ensure steps are taken to prevent the same errors from occurring with substantial frequency in the future (SOPs, Checklists and Quality Assurance Checks).

b. Training must be provided to soldiers to maintain technical proficiency, especially with regards to periods of high turnover in personnel/staff.

c. Unprojected/unbudgeted promotions (both under and over promotions) impact the Army in a negative manner. The promotion work center and serviced unit must ensure corrective measures are taken immediately to prevent future occurrences of the ongoing problem/error. Consistent application of the promotion system is the only way to ensure a fair and equitable system for all soldiers.

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*Installation PSB/MPD Promotion Workcenter point of contact at HRC-Alexandria is Enlisted Promotions, AHRC-PDV-PAE, e-mail address AHRCMSPE1@conus.army.mil.*

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